



SOLICITATIONS WARNING-UNAUTHORIZED SERVICES

Unfortunately, exhibitors are periodically contacted by non-official contractors to offer them “better deals” on items and services at SATELLITE. Please know that SATELLITE only contracts with and endorses the Official Service Contractors listed in the Exhibitor Services Manual.

SATELLITE OFFICIAL VENDORS

- Hotel Reservations: MCI/Wyndham Jade*
- Booth Furnishings/Carpet: Freeman
- Install/Dismantle: Freeman
- Internet: SmartCity*
- Lead Retrieval: CDS
- AV: TBD
- Shipping: Freeman
- Electric: Hi-Tech Electric*
- Booth Catering: Centerplate*
- Rigging: Freeman*

*Exclusive, no other company will be permitted to perform these services.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

If you choose to use a non-official contractor they must register in advance with SATELLITE as an Exhibitor-Appointed Contractor (see the EAC Form and Guidelines). All show rules and regulations must be followed and proof of insurance is required prior to being allowed on show floor.

HOUSING/HOTELS/TRAVEL AGENCIES

SATELLITE has worked directly with MCI/Wyndham Jade to offer a variety of hotel options for our attendees and exhibitors at SATELLITE. Reservations should be made directly with them [online](#) or by calling Wyndham Jade at (866) 268-0195 or (972) 349-5433. Please be vigilant if approached by any company that implies or claims to be an official housing provider of SATELLITE. We have been made aware of housing companies or travel agencies that may be aggressively pursuing you, or your company, to book your guest rooms through their company at supposedly significant discounts.

ATTENDEE LISTS

SATELLITE does not make the attendee list available to anyone due to privacy concerns of our attendees. Any company reaching out to you to purchase the attendee list is not a legitimate company and you will not be getting the official attendee list of the conference. See sample e-mail with pointers on how to recognize a scam e-mail with you receive one.

EXHIBITOR SCAM WARNINGS

Beware of marketing offers from Construct Data (The Fair Guide) and similar companies – the offers look official and the invoices appear legitimate, but they are not. Construct Data Verlag AG of Austria, Commercial Online Manuals S de RL de CV of Mexico and similar companies target U.S. tradeshow exhibitors. They offer advertising space on The Fair Guide and/or Expo Guide websites, using a form which resembles an organizer’s free catalog listing service, inviting exhibitors to sign and return the form for an entry in an on-line directory. The companies typically make it appear they received your information from SATELLITE and that there is a connection between their “Guide” and SATELLITE. However, exhibitors who sign and return the form are then bound to a non-terminable agreement at significant cost for a period of at least three years and automatically renewing thereafter at the same cost, unless canceled by registered letter within the appropriate period.



E-mail Address: All official show communications will come from @SatShow.com

From: Expo [<mailto:contactexpoleads@gmail.com>]
Sent: Friday, May 12, 2018
To: xxxxx@xxxx.xxx
Subject: Attendee List for SATELLITE 2019 in DC

Updated Attendee List – SATELLITE 2019 May 6 – 9 • Washington, DC

How to Order the Attendee List:

Reply to the e-mail –

- If you are interested in acquiring the attendee list for post event follow up e-mailing
- If you have any questions regarding the list, all questions will be answered in writing over this email.

No phone calls please. All orders are to be placed through this e-mail. You can't place an order for attendee list through faxes, phone calls, so please don't do this.

Number of names in list at:-2,000

Data includes first and last name, Title, address and phone number, direct email associated with name, company name, city state zip and country.

Thanks,
Organizing and Conference Manager

No Show Logo: All show e-mails will include the SATELLITE logo.

No Contact Information: All show e-mails will include multiple ways to contact us, not just over e-mail.

Typos, Bad Grammar and/or Punctuation

No Contact Name: All show e-mails will include a contact name.

No Footer: All show e-mails will include footer with company contact information and an option to unsubscribe.